



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LITERACY COORDINATOR	39	B	5.240

Under general supervision of the department director, the Literacy Coordinator is assigned to plan, organize, coordinate and evaluate programs, projects and activities designed to promote and improve literacy and education for adults and pre-school age children; develop and implement a statewide master plan for literacy and provide leadership in expanding literacy opportunities, access to services and training, referral services and public awareness.

Plan, organize, develop and participate in communication networks among local and State agencies, community organizations, businesses and private entities to facilitate resource sharing and cooperative initiatives related to literacy in both urban and rural areas of the State.

Research and secure external funding sources including public agencies and private organizations; write grant proposals for comprehensive statewide programs and projects; develop grant budgets, job descriptions and contracts for special services; monitor activities and expenditures; prepare and submit accountability reports according to established requirements.

Coordinate efforts with State agencies and institutions, adult education programs, businesses, local literacy providers and others to plan, develop and sponsor a variety of State, regional and local literacy training activities; provide professional expertise and technical assistance through on-site visits, telecommunications and written correspondence.

Attend various conferences, workshops and training sessions at State, regional and national levels to represent the State, develop communication networks, and maintain current knowledge of literacy related developments; attend and chair meetings throughout the State.

Coordinate the recruitment and training of volunteer tutors to assist adults in becoming literate and improving reading skills; research and screen training materials; participate in volunteer recognition activities.

Select, train, supervise and evaluate the performance of assigned staff, volunteers and contract personnel; operate the State Literacy Resource Center and provide resources to satellite centers; supervise and participate in operating the literacy hotline and preparing publications, correspondence and reports; delegate responsibility as appropriate to ensure optimum service delivery.

Promote and publicize literacy activities by developing public service announcements, advertising, media contacts, newsletters, brochures, publications and products.

Assist the State Librarian and the State Council on Libraries and Literacy with policy formulation, strategic planning, development of guidelines, and the administration of contracts related to literacy programs; coordinate projects, training and grant writing activities with other areas within the department.

Plan, develop and implement methods to evaluate the effectiveness of literacy programs and projects; ensure maintenance of records and statistics; designate performance indicators to measure results of program activities and modify activities to optimize results.

Develop and administer the annual budget for literacy activities; review expenditures and assess future requirements and priorities; prepare budget recommendations and justifications as required; monitor and approve expenditures according to established policies and budget limitations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Possession of a conditional license to teach in Nevada is required at the time of appointment. Valid teacher certification is required for continued employment in this class.
- * A valid Nevada State driver's license is required at the time of appointment and throughout employment.

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in education or closely related field and three years of increasingly responsible experience in the development and implementation of adult education programs and activities.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: oral and written communication skills. **Working knowledge of:** adult learning theories and principles; adult education systems, procedures and methods; research techniques for developing information and locating resource materials; public relations methods used to publicize programs and activities; budget preparation and control; sound management principles; operation of office and audio visual equipment. **General knowledge of:** goals and objectives of State and national programs and organizations promoting adult literacy; principles of training and supervision. **Ability to:** plan, organize and develop resources, methods and partnerships for the delivery of literacy services and resource sharing; develop the State's master plan for literacy; coordinate activities of community-based organizations that provide volunteer literacy services; establish and maintain cooperative and effective networking relationships with librarians, educators, business and community leaders and others involved in promoting adult literacy; travel extensively to various locations within and outside the State to provide or receive training and attend meetings, conferences and other gatherings; make oral presentations to groups of various sizes; develop, implement and promote tutor training opportunities; write and administer grants; read, interpret and ensure compliance with State and federal regulations; work flexible hours including evenings and weekends.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State laws, regulations and policies related to personnel and budget administration; State and federal laws, programs and services related to adult literacy; key people in local, State and federal governmental agencies and programs involved in providing literacy services; literacy needs and resources with the State. **Ability to:** independently develop and implement statewide projects and services.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.240

ESTABLISHED: 12/24/97UC
REVISED: 7/1/01LG